

DDA Subject

DD/A Registry
86-0484

ROUTING AND TRANSMITTAL SLIP

Date

12 March 1986

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF TRAINING AND EDUCATION		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate XXX	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

cc: D/OF > done 3/12/86
Joyce

18-3

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg. 7D24-HQS
Executive Officer to the DDA	Phone No.

5041-102

* U.S.G.P.O.: 7953-421-529/320

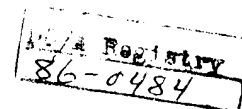
OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.306STAT
STAT

STAT



**United States
Office of
Personnel Management**

Washington, D.C. 20415



In Reply Refer To

Your Reference

"PREPARING THE DEFENSE BUDGET - PPBS"

FEB 10 1986

TRAINING UPDATE

Dear Colleague:

As you may know, the Office of Personnel Management has been offering a course called "Preparing the Defense Budget - PPBS" since last summer. The attached flyer outlines the purpose and content of the course. Rob Downey (Navy's Budget Officer until his retirement last year) is the instructor. Because of the large demand for this course, we have had a large backlog of students whom we have taught in special sessions.

Now that this waiting list has been accommodated, there will be space available in the course beginning in May. These classes will be taught in Washington, D.C. If you are interested in taking the course, choose a session that is convenient for you. But please realize that we may have to channel you into an overflow class. If your schedule does not allow for such flexibility, call our staff at 632-5600 and we will make every effort to place you in the session you request.

If there is a large audience for the course in your agency or in a particular region, contact us and we will try to conduct a special session on the site you specify. Thank you for bearing with us.

Sincerely,

John Edward Murphy, Chief
Financial Management Occupations Branch
Washington Area Training and Development
Service

**PLEASE SHARE THIS FLYER AND ANY EXTRA COPIES
WITH OTHER INTERESTED PARTIES IN YOUR OFFICE.**

Preparing the Defense Budget -- PPBS

Planning, programming and budgeting (PPB) in the Department of Defense examines the strategies for a common defense and provides a unifying framework to manage resources. DoD employees must know the operating procedures and terms of the PPB system.

Description

Topics will include:

- o Organizational functions and directives.
- o System time horizons and products.
- o Specific considerations within the planning, programming and budgeting cycle.

Audience

Program and financial management personnel within the Department of Defense.

1986	1987
May 15-16	Feb. 19-20
June 19-20	May 18-19
July 2-3	July 20-21
July 24-25	Sept. 10-11
Sept. 25-26	
Nov. 12-13	
Nov. 20-21	
Dec. 11-12	

PREPARING THE DEFENSE BUDGET -- PPBS
COURSE CODE 23BR

Please select 3 sessions and label them in order of preference.

1986	1986	1987
May 15-16	Sept. 25-26	Feb. 19-20
June 19-20	Nov. 12-13	May 18-19
July 2-3	Nov. 20-21	July 20-21
July 24-25	Dec. 11-12	Sept. 10-11

PARTICIPANT: _____

HOME ADDRESS:

OFFICE ADDRESS:

HOME PHONE () _____

OFFICE PHONE () _____

TUITION: \$205 (\$225 after 10/1/86)

APPROPRIATION/FUND _____

COURSE CODE: 23BR

BILLING: FURNISH INVOICE TO:

SIBAC/STANDARD DOCUMENT NUMBER

DOCUMENT/PURCHASE ORDER/REQUISITION NO.: _____

AUTHORIZING OFFICIAL:

SIGNATURE: _____

NAME: _____

TITLE: _____

PHONE: _____

RETURN COMPLETED NOMINATION TO:

PPBS COURSE
OPM TRAINING NOMINATIONS WATDS
P O BOX 7230
WASHINGTON D C 20044



United States
Office of
Personnel Management

Washington, D.C. 20415

In Reply, Refer To

Your Reference

FEB 10 1986

Dear Colleague:

I thought you might be interested in our newest course, Automated Cash Payment Process. This course covers regulations and procedures which were developed by the Treasury Department and the Government Accounting Office for implementation of automated cash payment systems. It would be advantageous for employees who are involved in any aspects of cash payments to attend this course and gain an understanding of how these systems are implemented.

Take a few moments to review the course content on the following pages. A registration form is included for your use in attending a session of this course. You may call Tom Uttley of my staff for details on (202) 632-5600.

Sincerely yours,

John Edward Murphy, Chief
Financial Management Training Institute
Performance Management Training
Services Center

PLEASE SHARE THIS FLYER AND ANY EXTRA COPIES
WITH OTHER INTERESTED PARTIES IN YOUR OFFICE.

**AUTOMATED CASH PAYMENT PROCESS
THROUGH ELECTRONIC FUND TRANSFER (EFT)**

April 21-23, 1986
May 12-14, 1986
June 18-20, 1986

July 21-23, 1986
August 13-15, 1986
September 15-17, 1986

Electronic funds transfer (EFT) is rapidly becoming the Government's normal method of payment. Within the next few years, EFT will be the rule rather than the exception for cash payments. The three major systems are the GSA/DoD Simplified Intragovernmental Billing and Collection System (SIBAC), the Treasury Financial Communications System (TFCS), and the Direct Deposit system.

Description

Through lectures, case studies and class discussion, you will learn

- o Regulations and procedures associated with the automated cash payment processes (SIBAC, TFCS, and Direct Deposit).
- o Reports and error handling for these systems.
- o To identify what payments are eligible for each system.
- o To identify what forms are used and how they are processed.
- o Recovery from erroneous payments.
- o The data processing functions involved in these systems.

Audience

Persons involved in processing cash payments.

Cost

\$300

AUTOMATED CASH PAYMENT PROCESS THROUGH ELECTRONIC FUND TRANSFER (EFT)
CODE 23HA

Please select 3 sessions and label them in order of preference.

April 21-23, 1986
May 12-14, 1986
June 18-20, 1986

July 21-23, 1986
August 13-15, 1986
September 15-17, 1986

PARTICIPANT: _____

HOME ADDRESS:

OFFICE ADDRESS:

HOME PHONE () _____

OFFICE PHONE () _____

TUITION: \$300

APPROPRIATION/FUND _____

BILLING: FURNISH INVOICE TO:

SIBAC/STANDARD DOCUMENT NUMBER

DOCUMENT/PURCHASE ORDER/REQUISITION NO.: _____

AUTHORIZING OFFICIAL:

SIGNATURE: _____

NAME: _____

TITLE: _____

PHONE: _____

RETURN COMPLETED NOMINATION TO:

AUTOMATED CASH PAYMENT PROCESS

OPM TRAINING NOMINATIONS WATDS

P.O. BOX 7230

WASHINGTON, D.C. 20044